



**Administration for Children and Families**

Office of Planning, Research and Evaluation

Responsible Fatherhood Research Network

HHS-2013-ACF-OPRE-PR-0611

Application Due Date: 08/02/2013

Responsible Fatherhood Research Network  
HHS-2013-ACF-OPRE-PR-0611  
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**Department of Health & Human Services  
Administration for Children and Families**

<b>Program Office:</b>	Office of Planning, Research and Evaluation
<b>Funding Opportunity Title:</b>	Responsible Fatherhood Research Network
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	HHS-2013-ACF-OPRE-PR-0611
<b>Primary CFDA Number:</b>	93.086
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<b>Due Date for Applications:</b>	<b>08/02/2013</b>

## Executive Summary

### Notices:

- On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via [www.grants.gov](http://www.grants.gov) for discretionary grant applications. Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.
- This Fiscal Year (FY 2013) ACF has implemented a new application upload requirement. Each applicant applying electronically via [www.grants.gov](http://www.grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2 Content and Form of Application Submission* for detailed information on this requirement.

The Administration for Children and Families (ACF) is soliciting applications for the establishment of a Responsible Fatherhood Research Network (Network). A lead entity that receives the award will oversee a multi-year plan that aims to disseminate information about good fatherhood parenting practices by building research and practice knowledge and capacity; leading and supporting further development and evaluation of evidence- or theory-based interventions to increase positive father involvement in the lives of their children; and increasing collaboration, knowledge sharing and capacity building among investigators and practitioners. The Network will be expected to have a primary focus on economically disadvantaged and other under studied populations of fathers and families, including African-American families, American Indian and Alaska Native families, Hispanic families, and others. The Network also will be expected to develop and disseminate research products and resources to facilitate knowledge sharing among multi-disciplinary researchers and among investigators, practitioners, policymakers, and other stakeholders.

## I. Funding Opportunity Description

## **Statutory Authority**

The cooperative agreement is funded under Section 403(a)(2)(C)(ii)(II) of the Social Security Act [42 U.S.C. 603(a)(2)(C)(ii)(II)].

## **Description**

### **A. Background**

Interventions and policies to support and increase positive fathering have been driven by a large and growing body of research on how parenting and parental interactions, specifically by fathers, influence child development and well-being. More limited work has focused on low-income or non-resident fathers and their influence and benefits, however. There is also limited evidence about effective interventions to support fathers' interests and desires to be positively engaged and contribute to their children's growth and positive development. As with the broader research, rigorous evidence about effective interventions with low-income fathers, non-resident fathers, and those facing additional challenges such as current or past incarceration is very sparse. Where there have been intervention evaluations, few have been replicated to determine their effects in different settings or with different populations. ACF funded an "evidence review" to catalog studies of programs serving low-income fathers. Through that review, over 70 studies were identified. Most were descriptive studies; only about one-fifth were designed to measure program impacts.

Although the investigation of the relationship between father involvement and child outcomes and well-being involves multiple disciplines, there are limited opportunities for investigators within or across multiple disciplines to engage in productive dialogue or work collaboratively to improve next-stage work, specifically testing alternative interventions to build the knowledge base about what works and for whom. Similarly, there are limited opportunities for practitioners and similar stakeholders (national associations, practitioner networks, etc.) to work closely with researchers to provide input into program designs to be evaluated and evaluation measures. There are limited opportunities for information sharing among investigators and with practitioners to keep abreast of evaluations that are underway, as well as findings that have resulted from pilot tests and larger scale studies. Likewise, there needs to be improvement with the means of disseminating information in forms and formats of greatest utility to specific audiences. Finally, there are gaps in the capacity in the field to support and conduct well designed, scientifically valid evaluation studies - among investigators and practitioners.

ACF is interested in supporting a Network to address these and similar gaps through multiple activities and mechanisms.

### **B. Grant Program Purpose**

In keeping with ACF's strategic plan, ACF aims to strengthen programming to meet the service needs of vulnerable populations (see <http://www.acf.hhs.gov/about/strategic-initiatives> Goal 1.2). Toward this goal, ACF is supporting the Network. The purpose of the Network is to help address gaps in: 1) the development and field testing/evaluation of evidence- or theory-informed interventions; 2) interventions for low-income and other understudied populations of fathers and their children; 3) development and testing of outcome measures and measurement methods relevant to low-income fathers, racial/ethnic minorities, and other populations that have not been widely studied; 4) within- and cross-discipline evaluator collaboration and information sharing and evaluator-practitioner collaboration and information sharing; 5) capacity among practitioners and evaluators to support and carry out well-designed evaluations that meet high-quality research standards, including rigorous impact evaluations; and 6) dissemination and translation of evaluation findings, including null or negative findings, specifically targeted for investigators, practitioners, policymakers, various funders, and related stakeholders.

### **C. Grant Program Goals**

The Network will be responsible for pursuing three key goals:

1. **Advancing program evaluation and research:** Planning, initiating, and maintaining a focused agenda for pilot tests/evaluation with input from multiple stakeholders regarding key areas for focus, leading to a growing evidence base of effective responsible fatherhood interventions and the development and use of appropriate measures and measurement approaches;
2. **Building evaluation/research capacity:** Developing capacity within the evaluator and practitioner communities to conduct and participate in high-quality evaluation studies, including randomized controlled trials; developing capacity in designing evaluation and research that is culturally appropriate and reflective of the experiences and circumstances of the low-income, racial/ethnic minority, and other fathers and their families; and
3. **Disseminating findings and related information:** Developing and maintaining a focused, robust, and innovative information sharing and dissemination strategy that includes a focus on translation of evaluation and research with products developed for specifically defined target audiences, including the practice field.

The awardee institution may use multiple methods to accomplish the goals, such as direct funding to support pilot tests and evaluations led by the awardee or other institutions, competitive grants for emerging scholars, leading or co-sponsorship of knowledge sharing meetings or conferences, and seeking input on high-utility information dissemination preferences from multiple audiences. These are provided as illustrative examples of some of the approaches that may be used. These goals and the related responsibilities of the Network are discussed in more detail below.

## 1. Advancing Program Evaluation and Research

The awardee will plan and carry out an evaluation agenda focused on the gaps identified above to build the evidence base about effective interventions to increase positive father engagement and parenting of their children, increase fathers' ability to support themselves and their children and families economically, support stable and positive co-parental relationships, and support healthy marital/romantic relationships -- the three activities in the federal Responsible Fatherhood Grant Program. The agenda should focus on low-income fathers and other under studied groups, including African-American, American Indian and Alaska Native, Hispanic, and other fathers. The approach should include evaluations of different types (e.g., net impact studies; tests of planned variation; or tests of a single model with different population groups) and may include development, testing, and refinement of research outcome measures and measurement methods; secondary analysis of available data to the extent that such analyses would significantly contribute to increasing the potential effectiveness of programmatic designs and operations; and similar evaluation and research activities.

All evaluation/research activities supported with ACF funds must meet standards of scientific rigor and objectivity. The awardee will strive for recognition from the research and policy communities for its scientific quality and program and policy relevance. Further, the awardee will strive to incorporate in its work information from the practice field regarding factors and constraints within their operational context to be measured or addressed through the evaluations supported by the Network. The Network will strive to translate evaluation/research findings in a meaningful manner for the practice audience and others. The evaluation strategy should support evaluators in its own and other institutions in undertaking and completing pilot tests/evaluations that enlarge the body of scientifically rigorous evidence that can inform program development and refinement as well as policy. The awardee will engage a Steering Committee (discussed in *Section ID. Grant Program Structure*) in the review and refinement of plans. ACF anticipates that approximately 50-60 percent of the overall effort would be focused on this goal.

## 2. Building Evaluation Capacity

The Network will utilize multiple means to build capacity among investigators and practitioners to participate in and carry out evaluations that meet high-quality standards and are scientifically valid. Illustrative examples of means to accomplish this goal include development of capacity building tools or

resources, capacity building convenings (virtual and live) of investigators and practitioners (separately and/or together), discussion groups, trainings, peer-to-peer information exchanges, financial and mentoring support for emerging scholars at the awardee institution and other institutions, financial and mentoring support for practitioners interested in undertaking program evaluation, and other strategies. Capacity building will also be supported through the active conduct of evaluations as specified above. ACF anticipates that approximately 20-30 percent of the overall effort would be dedicated to this goal.

### **3. Dissemination Strategy**

To further the overall goal of increasing the implementation of evidence-based responsible fatherhood programming, the awardee will develop and maintain a dissemination strategy that ensures that information is presented in forms and formats that are designed for discrete, well-defined target audiences. Persons with specific skills in effective communication and dissemination methods should lead or advise these efforts. The dissemination strategy should broadly and efficiently communicate evaluation/research findings supported through the Network as well as other emerging findings and utilize strategies to increase use of such information among evaluators, practitioners, and policymakers. The dissemination strategy should be supported through strategic partnerships that will allow for a broad reach and coverage (e.g., with existing practitioner networks, clearinghouses, intermediaries/associations, etc.) without duplication of effort. Illustrative examples of strategies include developing and distributing engaging and accessible written products; holding events, such as workshops, roundtables, evaluation/research symposia, or meetings; presenting at national conferences; and collaborating with ACF technical assistance systems and activities. Particular attention should be given to ensure that resources developed are easily located and accessible to users after the project period ends. This may mean that products must be housed or stored on more than one site or platform. The dissemination strategy will support and facilitate the other two key goals. ACF anticipates that approximately 10-20 percent of the overall effort would be dedicated to this goal.

### **D. Grant Program Structure**

The Network's organizational structure will include at a minimum: a Director (or Co-Directors); designated staff at the awardee institution and/or partners; and a Steering Committee.

**The Director.** The Director will be the person primarily responsible for ensuring the successful completion of the activities supported through the grant. The Director or any Co-Director should be an established expert in evaluation/research relevant to responsible fatherhood as demonstrated by a substantial body of published work, including peer reviewed articles. Although it is not required that the Director or any Co-Director have a Ph. D., the level of expertise required to adequately oversee and conduct the work is expected to be equivalent to a Ph. D. level. Changes in the Director or Co-Director during the project period would constitute a major revision of the approved project and would require prior approval by ACF.

It will be of key importance that the Director commits appropriate time and effort to the work of the Network to ensure ongoing management and oversight, and high-quality results and products. The awardee must inform the Federal Project Officer (FPO) regarding any significant changes in the time proposed to be available by the Director or any Co-Director during any budget period within the overall project period.

**Staff and Partners.** The staff and partners are critical to the success of all of the activities. The staff to work on grant supported activities must have the competencies and experience required to successfully complete assigned activities. The awardee is expected to partner with other institutions or specific investigators involved in responsible fatherhood or highly related areas of study, responsible fatherhood practitioner organizations, other experts, and other entities critical to meeting the goals and objectives of the cooperative agreement throughout the course of the project.

**Steering Committee.** The Steering Committee will consist of the Director (or Co-Directors, if applicable), selected key staff at the awardee institution, selected key partners (e.g., experienced responsible

fatherhood evaluators, experienced responsible fatherhood practitioners), and the FPO from ACF's Office for Planning, Research, and Evaluation (OPRE). The Director and staff will be responsible for day-to-day operations and decisions related to grant activity. Steering Committee members will provide input and comments on the initial planned approaches and any updated approaches and methods for carrying out activities to meet the goals and objectives of this funding opportunity announcement; receive regular information on progress on major activities for discussion and for providing problem-solving feedback; provide feedback on major products developed as part of the dissemination strategy; use their networks to support dissemination; and provide information about any emerging initiatives or activities by others that may have implications for the work of the Network or where collaboration would facilitate meeting the goals and objectives of the Network. While ACF anticipates that much of the communication with and among Steering Committee members can be handled effectively through teleconferences and email, the awardee should plan for an initial in-person meeting of the Committee within a few months of award to obtain Steering Committee members input on the overall plan as proposed or refined. Additional in-person meetings should be scheduled periodically. Federal staff in addition to the FPO may participate as observers or invited participants at Steering Committee meetings. All in-person Steering Committee meetings should be held in Washington, D.C. or the surrounding area.

#### **E. Additional Responsibilities of Grantee**

In support of the overarching grant goals detailed above, the awardee may be asked to undertake additional, supplemental tasks as needed to respond to pressing research or policy needs.

**Supplemental Activities.** During the course of the project period, the awardee may be called upon to support or complete supplemental activities, as needed to respond to pressing research and policy needs that fall within the scope of the areas/topics to be addressed by the Network. For any supplemental activity identified, the Director and staff will work through a consultative process with the FPO to develop a plan for completing the task. ACF anticipates that no more than about 5 percent of the funding for any budget period would be needed to support such activities.

The specific requirements/parameters may vary but examples of potential activities include:

- Developing concise research briefs on specific topics of interest to ACF or the Department of Health and Human Services (HHS);
- Quick-turnaround review of emerging research for ACF or HHS;
- Cognitive testing of measures;
- Recommendations for or development of survey questions or instruments for inclusion in federally sponsored research or evaluation relevant to responsible fatherhood and low-income children and families.

#### **F. Related Federal Efforts**

OPRE is funding a number of activities that address responsible fatherhood or related domains such as family structure and stability, and economic stability. The FPO will facilitate communication to help ensure that efforts are complimentary and not duplicative. For example, it will be important to have coordination with the Center for Research on Hispanic Children and Families, which will focus on Hispanic family issues. Related current activities include the following:

- *The Center for Research on Hispanic Children and Families.* OPRE is soliciting grant applications for the establishment of a Center for Research on Hispanic Children and Families to lead and support investigation of the needs of Hispanic populations served by ACF and promising approaches to promote social and economic well-being among low-income Hispanic families. For more details see: <http://www.acf.hhs.gov/grants/open/foa/>.
- *Parents and Children Together (PACT) Evaluation.* The Parents and Children Together (PACT) Evaluation is being conducted through a contract, awarded to Mathematica Policy Research, Inc. PACT is a formative evaluation project that employs multiple evaluation strategies – including impact, implementation, and qualitative approaches – to describe and evaluate selected Responsible

Fatherhood and Healthy Marriage grant programs. For more information see: <http://www.acf.hhs.gov/programs/opre/resource/parents-and-children-together-pact-evaluation-overview>.

- *Proven and Promising Responsible Fatherhood and Family Strengthening Initiatives - Evidence Review*. The purpose of this activity is to compile and document the quality of the evidence from studies of programs serving low-income fathers and couples and produce catalogs detailing the studies and the rating quality assigned. For more information see: <http://www.acf.hhs.gov/programs/opre/research/project/proven-and-promising-responsible-fatherhood-and-family-strengthening>.

## II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$800,000
Expected Number of Awards:	1
Award Ceiling:	\$800,000 Per Budget Period
Award Floor:	\$700,000 Per Budget Period
Average Projected Award Amount:	\$800,000 Per Budget Period

### Length of Project Periods:

60-month project with five 12-month budget periods

### Additional Information on Awards:

**Awards made under this announcement are subject to the availability of federal funds.**

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Application Disqualification Factors*.

**Note:** For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

The award ceiling for the first 12-month budget period is \$800,000. In subsequent years, the recipient may be awarded up to \$1,000,000 for each of the four subsequent budget periods for the duration of the cooperative agreement, subject to the availability of funds.

Non-competitive continuation grants will be offered for years 2 through 5 of the project period. Continuation funding will be subject to the availability of funds, satisfactory progress, and a determination that continued funding is in the best interest of the government. The awardee will receive instructions during the first budget period on how to submit a non-competing continuation application to receive funds for the second and subsequent budget periods.

### Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement



Cooperative agreements are assistance mechanisms that differ from regular grants in that they involve substantial programmatic involvement of the funding agency. Under this cooperative agreement, an OPRE staff member will serve as the FPO. The following are areas of federal involvement. Additional areas may be negotiated with the awardee based on the specific approach and strategies proposed.

The FPO will participate as a member of the Steering Committee to provide input, information, assistance, and feedback reflecting ACF's programmatic and evaluation/research goals in relation to the awardee's plans and approaches to carrying out the key objectives of this announcement; and remain informed about project plans, activities, progress, and challenges.

The FPO will initiate the establishment of a schedule for regular (at least bi-monthly) telephone update discussions with the Director and other key staff regarding progress on the plans as defined in the approved application, any challenges and proposed solutions, and an overview of activities for the coming months. The schedule for regular updates may be adjusted as approved by the FPO.

The FPO will facilitate communication with and involvement by any other federal staff who could substantially contribute to specific or overall activities of the Network.

The FPO and/or other federal staff will receive products and provide review and feedback from a federal perspective on products developed.

The FPO and other federal staff will seek to identify opportunities for the Network to partner or link to other ACF and federal efforts related to the Network goals in order to maximize the relevance and reach of products and activities and avoid duplication.

This cooperative agreement is meant to serve the public good. Therefore, to the greatest extent possible, all products and information developed with support from the grant should be available without charge to the public, notwithstanding appropriate citation and acknowledgement, during the project period and after grant closure.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

### **III. Eligibility Information**

#### **III.1. Eligible Applicants**

Of entities eligible for Responsible Fatherhood funding under the statute, eligibility under this announcement is limited to public and State-controlled institutions of higher education. Additionally, eligibility is limited to those institutions with proof of a current, valid Federalwide Assurance (FWA) number issued by the HHS Office of Human Research

Protections (<http://www.hhs.gov/ohrp/assurances/assurances/index.html>), as evidence of compliance with human subjects research protections.

This competition is limited to the named entities because they are expected to uniquely provide the necessary infrastructure to monitor the design and conduct of ethical, compliant, high-quality evaluations involving human subjects, including review and oversight by an independent Institutional Review Board (IRB).

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

#### **III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement: No

Refer to *Section IV.2* for information on pre-application submissions.

### III.3. Other

#### **DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)**

All applicants must have a DUNS number ([www.dnb.com](http://www.dnb.com)) and be registered with the System for Award Management (SAM, [www.sam.gov](http://www.sam.gov)) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https://www.sam.gov/sam/transcript/SAM\\_Quick\\_Guide\\_Grants\\_Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf).

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

#### **APPLICATION DISQUALIFICATION FACTORS**

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

##### **Award Ceiling Disqualification**

Applications that request an award amount exceeding the *Award Ceiling* per budget period, or per project period, as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

##### **Application Submission Disqualifications**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format.

Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times.** Electronic applications submitted to

www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at or acknowledged by ACF.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.** See "Request an Exemption from Required Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

### **Type of Applicant Disqualification**

Any applications received from entities other than public and State-controlled institutions of higher education will be disqualified from competitive review and award under this announcement.

### **Human Subjects Protection Assurance Disqualification**

Applications received from eligible organizations that do not include proof of Federalwide Assurance (FWA) issued by the Office of Human Research Protections, U.S. Department of Health and Human Services, and held by the applicant organization or a major partner organization that will have lead responsibility on any evaluation activities involving human subjects carried out to meet the goals and objectives of the Network as specified in this announcement will be disqualified from competitive review and from receiving an award.

## **IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Operations Center, ATTN: OPRE-RFRN  
1400 Key Blvd., Suite 910  
Arlington, VA 22209  
Phone: (800) 203-6161  
Email: [info@grantreview.org](mailto:info@grantreview.org)

**Electronic Application Submission:**

The electronic application submission package is available at [www.Grants.gov](http://www.Grants.gov).

**Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at <http://www.acf.hhs.gov/grants-forms>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

**Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):**

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

**Section IV.2. Content and Form of Application Submission****FORMATTING ACF APPLICATIONS****FOR ALL ACF APPLICATIONS:****Authorized Organizational Representative (AOR)**

The AOR is an individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards. Each applicant must designate an AOR.

AOR authorization is part of the registration process at [www.Grants.gov](http://www.Grants.gov), where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Award Management (SAM).

**Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

**Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

**Follow the instructions provided in this application formatting section to ensure that your application does not exceed the page limitations and can be printed efficiently and consistently for the competitive review.**

**Accepted Font Styles:**

All applicants must use 12-point font in Times New Roman (TNR).

## Page Limitations for Application Submissions

Applicants must observe the page limitations listed later in this section. Page limitations do not include OMB-approved Standard Forms (SFs) and OMB-approved forms

**All applications must be double-spaced and in Times New Roman, 12-point font.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the extra pages removed and these pages will not be reviewed.

Page limitations apply to electronically submitted and paper format applications. For applications that are single-spaced and/or one-and-a-half spaced (in whole or in part, except for the exempted elements listed later in this section) and/or use a font smaller than TNR, 12-point, ACF will use a formula to determine the actual number of pages. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and then compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Be sure to print the Project Description and Appendices documents on paper and count the number of pages for each file before submission. Keep the printed copy as a hard copy of your application for your files.

## Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

## Signatures

Applicants submitting electronic applications must follow the AOR Authorization and E-Biz POC instructions provided at [www.Grants.gov](http://www.Grants.gov).

The original of a paper format application must include original signatures.

## Accepted Application Format

With the exception of the required Standard Forms and OMB-approved forms, all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins all around.

**The Project Description and Appendices files must be numbered separately.** The font size on any scanned documents must be large enough so that it is readable. Do not scan more than one page of a document on a single page. Application pages with two or more pages of a document scanned to it will be removed and will not be reviewed.

## Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements listed earlier in this section: the one-page Project Summary/Abstract, required Assurances and Certifications, required Standard Forms, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, contracts, and the Budget Justification. These items may be single-spaced. The Project Summary/Abstract is required to be one single-spaced page in 12-point font with 1-inch margins. The Budget Justification may be single-spaced but must be in 12-point font. Resumes must be in 12-point font, but are not required to be double-spaced. The font size on any scanned documents must be large enough so that it is readable.

## ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

### **Application Upload Requirements**

**Each applicant is required to upload ONLY two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations for each, are listed later in this section.

To adhere to the two file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on ‘Applicant Resources’ on the far left side of the home page, and then by following the link to ‘Download Software’ near the top of the screen, or by clicking [HERE](#). Free PDF software is available on this page that will allow users to convert and merge PDF documents. As an example, ACF is providing written instructions on downloading and using one type of free software listed at Grants.gov at the following link: [https:// www.acf.hhs.gov/ sites/default/ files/assets/ pdf995 instructions for video.pdf](https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf). A video demonstrating this process is also available at: <http://www.youtube.com/watch?v=lOly0HwXPpA>. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

**NOTE:** Applications submitted via [www.Grants.gov](http://www.Grants.gov) will undergo a validation check. See *Section IV.2. Application Submission Options* for more information. The validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review. If an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date and the application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov)**

Limit file names to 50 characters and do not use special characters (example: &,-,\*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore ( ) may be used to separate a file name.



### **Use only file formats supported by ACF**

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

### **ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

### **Do Not Encrypt or Password-Protect the Electronic Application Files**

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

### **FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

### **Signatures**

An original signature of the AOR is required only on the original copy of paper format application submissions. A point of contact on matters involving the application must be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

### **Format Requirements for Paper Applications**

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. Applications must be in two sections. The first section must contain the entire Project Description and Budget Justification, and the second section must contain all required Appendices. The pages of the two sections must be separately and sequentially numbered.

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. All application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available later in this

formatting section.

**Addresses for Submission of Paper Applications**

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

**Page Limitations and Content of the Application for All Submission Formats:**

The **Project Description file** is limited to **75 pages** and should include a one-page Project Summary/Abstract, Table of Contents, Project Description/Approach, and Line-item Budget and Budget Justification.

We suggest organizing the Project Description/Approach narrative in the Description file according to the sections, following the Table of Contents:

- 1) Objectives and Proposed Priority Areas
- 2) Plan to Advance an Evaluation/Research Agenda
- 3) Plan to Build Evaluation/Research Capacity in the Field
- 4) Dissemination Strategy
- 5) Plan for Supplemental Activities
- 6) Staff and Organization Plan
- 7) Sustainability Plan
- 8) Budget and Budget Justification

The **Appendices file** is limited to **40 pages** and should include the following **required** documents: Resumes/CVs of the Director/Co-Directors and key personnel/staff; description of organizational capacity other than resumes and information in the approach; intended time commitment of key personnel to Network activities and their current and projected time commitments to other non-Network-related efforts; protection of human subjects assurance compliance/FWA number issued by the HHS OHRP. If appropriate, Third Party Agreements should also be included.

**Required Forms, Assurances, and Certifications**

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	A DUNS number is required of all applicants.  To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/">http:// fedgov.dnb. com/</a>	A DUNS number and SAM registration are eligibility requirements for all applicants.  See <i>Section III.3. Other</i>



	<p><a href="#">webform.</a></p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>for information on obtaining a DUNS number at <a href="http://fedgov.dnb.com/webform">http:// fedgov. dnb.com / webform</a> and registration at SAM.gov at <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.
Federal-Wide Assurance (FWA)	<p>Proof of current FWA is required for all applicants. Applicants should provide their current assurance number issued by the Office of Human Research Protections of the U.S. Department of Health and Human Services.</p>	Required for all applicants.
SF-LLL - Disclosure of Lobbying Activities	If applicable, submission of this form is due at the time of application.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the

		applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	<p>Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>.</p> <p>General information about the HHS Protection of Human Subjects regulations can be obtained at <a href="http://www.hhs.gov/ohrp/">http://www.hhs.gov/ohrp/</a>. Applicants may also contact OHRP by email (<a href="mailto:ohrp@csophs.dhhs.gov">ohrp@csophs.dhhs.gov</a>) or by phone (240-453-6900).</p>
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.	<p>Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G). This requirement remains in effect:</p> <p style="text-align: center;">Sec. 523.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee <b>certifies in writing to the agency awarding the contract or grant</b> that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the</p>

		<p>subject of a non-frivolous administrative or judicial proceeding. [Emphasis Added]</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and</p> <p>SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p>

## Key Contact Form

Please include the proposed Network Director and/or Co-Director's information on the SF 424 Key Contact Form.

## Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

## The Project Description

### Part I: The Project Description Overview

#### Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Funding Opportunity Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

## General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

## Part II: General Instructions for Preparing a Full Project Description

### Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

### Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3 Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Submit the Letter of Intent to the following email address: [info@grantreview.org](mailto:info@grantreview.org)

### Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

### Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

## **Outcomes Expected**

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Funding Opportunity Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

The Network is expected to (1) increase evidence about effective responsible fatherhood interventions through an evaluation agenda focused on low-income fathers and other under studied groups; (2) build evaluation/research capacity among evaluators and the responsible fatherhood practitioner community; and (3) increase knowledge and awareness of evaluation findings and other relevant work among the evaluator and practitioner communities leading to the implementation of effective responsible fatherhood programs. Applicants should describe the specific outcomes that they expect to achieve in each area through their approach.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Specifically, applicants should address the following:

### **1. Objectives and Proposed Priority Areas**

The applicant should describe key priority areas proposed to be addressed by the Network during the 5 year period overall, with specific details about the first 2 years. The application should present a rationale for the proposed priority areas, identifying relevant data or analysis or gaps that justify the proposed areas of focus and the proposed course of evaluation/research, capacity-building activities, and related knowledge sharing and dissemination. The rationale should demonstrate the applicant's grasp of the state of the relevant research and evaluation field and the practitioner field. The rationale should make clear how the proposed priority areas would support ACF's goals and objectives for a Network as described in this FOA. A successful applicant will describe the importance of the proposed priority areas and approaches to the practitioner field, in particular, but also to the researcher field and to policymakers and funders.

The applicant should clearly describe the strengths of the approach showing how it will engage investigators and practitioners and lead to knowledge development related to the fathers about whom less is known: low-income, African-American, American Indian and Alaska Native, and Hispanic fathers and others.

### **2. Plan to Advance an Evaluation/Research Agenda**

The applicant should describe the overall 5-year plan and present detailed information on the proposed 2-year plan to engage and support evaluators/investigators and practitioners to develop and evaluate evidence- and/or theory-informed responsible fatherhood interventions in order to build an inventory of evidence-based intervention approaches or models, based on rigorous experimental evaluation designs to the greatest extent possible. The application should include specific examples of methods and activities proposed, both short- and longer-term, and the rationale for proposing them as means to accomplish the

goals and objectives of this FOA. The proposed activities should be described and the roles of key persons and partners (e.g., other institutions, investigators, practitioners, Steering Committee, etc.) critical to their success should be presented.

The applicant should describe an overall 5-year plan, including proposed methods and approaches that would be taken in the short-term (2-year plan) to validate appropriate outcome measures that will be used in evaluating the effectiveness of the responsible fatherhood interventions and/or measures that will be used more broadly in assessing outcomes of responsible fatherhood programs for low-income fathers, racial and ethnic minorities, and other understudied populations.

In addition, the application should describe a sound plan for adequately overseeing and effectively managing all of the evaluation/research activities sponsored by the Network, with particular attention to the methods used for quality assurance for pilot tests and evaluation activities to ensure high-quality standards are met (e.g., protection of human subjects, protection of personal identifying and sensitive information and data, avoidance of contamination/crossovers, systematic data collection, limited missing data, and high response rates, and high levels of engagement and participation within pilot programs and implementation fidelity to the model being tested, etc.).

The application should clearly describe the existing institutional infrastructure that can readily support the evaluation/research activities expected of the Network and what additional systems or processes are proposed to ensure the goals and objectives identified in this announcement will be successfully achieved.

### **3. Plan to Build Evaluation Capacity in the Field**

Applicants should clearly present a plan to build capacity in the field to conduct valid, appropriately designed evaluation, including randomized controlled trials and high-quality quasi-experimental designs (e.g., regression discontinuity). The applicant should specifically detail the plan for the first 2 years while providing an overall description of the 5 year plan.

The application should include clearly defined approaches for work with the practice field (e.g., peer-to-peer learning, coaching, evaluation 101 instruction, identification of measurable outcomes, etc.) and efforts directed toward the evaluator/investigator field (e.g., co-direction of pilot evaluations design and conduct, support for resident scholars, mentoring, etc.). The two may overlap but are expected to also include unique approaches. To the extent possible, the approaches to accomplish this objective should include methods that have a "life" beyond the period of the grant. Further, some aspects of capacity building can also be expected to be incorporated into efforts described under the above heading: Plan to Advance an Evaluation/Research Agenda, but should also include discrete efforts in support of this objective.

While some effort may be needed to build practitioner capacity to operate strong programs expected to produce impacts, it should be blended with the efforts focused on capacity building related to support for and participation in evaluation, and not solely technical assistance on program development and operational capacity.

### **4. Dissemination Strategy**

Applicants should clearly describe a robust dissemination strategy that will be employed throughout the 5-year period and provide detailed information about the plans for the first 2 years. The dissemination strategy should broadly and efficiently communicate evaluation/research findings (those produced through the Network and others) and other learning through the Network and result in an increased use of such information among evaluators, practitioners, and policymakers.

A dissemination strategy is not merely making information available broadly. The dissemination strategy must involve strategic approaches to effectively reach and inform specific, targeted audiences with information they can use, in the form and format that meets their needs and interests. The applicant should identify partners which can expand the reach of dissemination efforts and enhance evaluation-to-practice translation, including "intermediary stakeholders" who engage with practitioners

and the audiences regularly. The dissemination strategy should support the full range of activities undertaken under the grant. The processes, as well as the information, must be directly linked to the goals and objectives for the Network described in this FOA.

The application should include details regarding existing resources and institutional infrastructure that can readily support the dissemination strategy proposed and the processes and structures that must be built through the grant to successfully carry out the proposed plan. The application should describe the specific type(s) of expertise that will be involved in carrying out the dissemination strategy and quality assurance processes and methods that will be instituted to ensure that all information disseminated (written products, oral presentations, etc.) is of high quality and appropriate for the pre-determined audience.

In developing a plan, applicants are encouraged to consult OPRE resources addressing dissemination of human services research, and particularly the report titled *The Value-Added Research Dissemination Framework* (available on ACF's website at <http://www.acf.hhs.gov/programs/opre/research/project/opre-research-dissemination-project-2010-2012>). Applicants should also include procedures to support compliance with the standards for electronic media (Section 508 of the amended Rehabilitation Act ("Section 508")) to eliminate barriers that might interfere with the ability of individuals with disabilities to fully access web-delivered information and fully utilize web-based tools and services.

## **5. Plan for Supplemental Activities**

The applicant should describe processes proposed and evidence of sufficient institutional and staff capacity (and flexibility) to respond to and carry out supplemental activities that may be requested to meet a current ACF or HHS need. Highly detailed plans to support this objective are not expected.

## **6. Staff and Organizational Plan**

The application should present a proposed organizational framework that supports the multiple dimensions of work of the Network over the 5-year period and include details on the proposed organizational plan and staffing as proposed for the first 2 years. The application should describe the rationale for the organizational plan and explain how it will support the successful attainment of the goals and objectives specified for the Network in this FOA. The plan should make clear which management roles and responsibilities will be handled by the applicant entity and which would be assigned to other individuals/entities proposed to be involved and funded through the cooperative agreement. This plan should clearly describe how necessary partnerships will be established and maintained.

The applicant should identify the Director(s) and persons to be assigned to other key positions and describe the justification for the selections based on the skills and expertise of each.

The time commitment to the Network activities and to other existing commitments for each proposed Director, persons assigned management roles, and other key persons (based on the proposed approach and organizational plan) should be clearly indicated in chart form.

Any arrangements necessary and integral to accomplishing the activities as proposed between the applicant institution and other entities or among other institutions should be clearly described, including roles and responsibilities and the process(es) for the arrangements to be formalized or finalized.

The application should also describe the proposed role and contribution of the Steering Committee and its proposed configuration and membership, including the rationale for members beyond those specified in this FOA and for specific individuals identified, their relevant skills, and experience that will contribute in the manner proposed and to the accomplishment of the goals and objectives. The application should include details of the plans for the Steering Committee role and types of topics/activities to be engaged in during the first 2 years, as well as a general plan for the remaining years.

## **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

### **Additional Eligibility Documentation**

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

Applications must include proof of Federalwide Assurance (FWA) issued by the HHS Office of Human Research Protections held by the applicant organization or a major partner organization that will have lead responsibility on any evaluation activities involving research subjects that are carried out to meet the goals and objectives of the Network as specified in this FOA.

### **Logic Model**

Applicants must submit a logic model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

### **Project Sustainability Plan**

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

### **Organizational Capacity**

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:



- Organizational charts;
- Curricula Vitae (CV);
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

### **Protection of Sensitive and/or Confidential Information**

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

### **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

### **Plan for Oversight of Federal Award Funds**

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

### **The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a

requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

**Special Note:** *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for the first year of the proposed project. Provide a budget justification, which includes a budget narrative budget and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

In addition to the line-item detail and narrative provided on the budget for the first year, provide annual budget estimates and summary narrative for major categories of costs for each subsequent year of the proposed project.

The recipient may be awarded up to \$800,000 for the first 12-month budget period. In subsequent years, the recipient may be awarded up to \$1,000,000 for each of the four subsequent 12-month budget periods of the cooperative agreement, subject to funds availability, satisfactory progress by the recipient, and a determination that funding would be in the best interest of the government.

## **General**

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

## **Fringe Benefits**

**Description:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

**Justification:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

## **Travel**

**Description:** Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

**Justification:** For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

## **Equipment**

**Description:** "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

**Justification:** For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

**Description:** Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

**Justification:** Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

**Description:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134 and currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates,

etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

## **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

## **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

- Additional guidance on the submission of electronic applications can be found at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- If applicants encounter any technical difficulties in using [www.Grants.gov](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and

obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.

- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

### **Application Validation at [www.Grants.gov](http://www.Grants.gov)**

After an application has been successfully submitted to [www.Grants.gov](http://www.Grants.gov), it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

Each time an application is submitted, or resubmitted, via [www.Grants.gov](http://www.Grants.gov), the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

### **Request an Exemption from Required Electronic Application Submission**

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at [www.Grants.gov](http://www.Grants.gov). To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at [www.Grants.gov](http://www.Grants.gov).

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov), or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

**Please Note:** [electronicappexemption@acf.hhs.gov](mailto:electronicappexemption@acf.hhs.gov) **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

**Exemption requests must be received by ACF no later than two weeks before the application due date**, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### **Paper Format Application Submission**

**An exemption is now required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

## **IV.3. Submission Dates and Times**

### **Due Date for Letter of Intent**

Due Date for Letter of Intent: **06/25/2013**

Due Date for Applications: **08/02/2013**

### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at: [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

### **Mailed Paper Format Applications**

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.



## Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

### Acknowledgement from [www.Grants.gov](http://www.Grants.gov)

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will be provided with an acknowledgement from [www.Grants.gov](http://www.Grants.gov) that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

### Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

### Acknowledgement from ACF of receipt of a paper format application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

## IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.



Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

#### **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

**Note:** Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

#### **IV.6. Other Submission Requirements**

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

##### **Submission By Mail**

Grant Operations Center, ATTN: OPRE-RFRN  
1400 Key Boulevard, Suite 910  
Arlington, VA 22209

##### **Hand Delivery**

Grant Operations Center, ATTN: OPRE-RFRN  
1400 Key Boulevard, Suite 910  
Arlington, VA 22209

##### **Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

### **V. Application Review Information**

#### **V.1. Criteria**

**Please note:** Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

### **Objectives and Proposed Priority Areas**

**Maximum Points: 10**

1. The proposed objectives and priority areas clearly support attainment of the three key goals in this FOA and are well supported by:
  - a) a thorough presentation and understanding of relevant research literature on responsible fathering, particularly that involving low-income men and other under studied populations and gaps in the literature;
  - b) a thorough presentation and understanding of fatherhood intervention evaluation literature and gaps;
  - c) a thorough presentation of knowledge about the state of the practice field, its strengths and evaluation-related capacity gaps;
  - d) a thorough presentation of knowledge about the gaps in evaluation capacity within the evaluator/investigator field; and
  - e) demonstrated knowledge of effective dissemination strategies targeting defined audiences as identified in the FOA.
2. The rationale presented for the proposed objectives and priority areas is logical and represents a sound prioritization of the needs of the field, both practitioners and investigators, while meeting the goals and objectives set forth in this FOA.

### **Plan to Advance an Evaluation/Research Agenda**

**Maximum Points: 20**

1. The plan for the first 2 years is clearly defined and will support the goals and objectives set forth in the FOA.
2. The proposed plan for the first 2 years, and overall, is a feasible strategy within the context of the state of the field and the time available.
3. The plan for supporting and conducting rigorous evaluations (Randomized Controlled Trials and/or high-quality Quasi-Experimental Design) that will build knowledge about program effectiveness within the relatively short time period of the grant is well conceived, logical, and feasible.
4. The plan will yield value-added knowledge about effective programming and intervention design.
5. The plan reflects a thorough understanding of potential challenges, and the methods proposed to address them will support successful accomplishment of the plan.
6. The mix of activities and approaches proposed will effectively address gaps in both the evaluation and practice domains.
7. The activities and approaches proposed will enhance knowledge about under studied populations.
8. The proposed plan will result in the active and effective engagement of evaluators in multiple institutions throughout the period of the grant.
9. The plan reflects sound methods to encourage and support the active involvement of the practice field in building an evidence base of effective interventions.

10. The detailed plan for the first 2 years and the overall plan reflect sound methods for engaging and incorporating input from various stakeholders, including the Steering Committee.
11. The plan incorporates feasible methods and approaches that can be expected to support continued efforts beyond the period of the grant to build the evidence base regarding effective interventions to support and increase fathers' support for and positive engagement with their children.

#### **Plan to Build Evaluation/Research Capacity in the Field**

**Maximum Points: 20**

1. The proposed approach for the first 2 years, and overall, demonstrates a clear, feasible, and innovative plan for building capacity among a range of evaluators/investigators and emerging scholars to design and conduct evaluations utilizing evaluation/research methods that meet high standards of quality.
2. The mix of activities and approaches proposed is reasonable and will effectively address gaps in multiple dimensions of capacity among the investigator field.
3. The proposed approach for the first 2 years and, overall, demonstrates a clear, feasible, and innovative plan for building capacity among a range of practitioners to support and participate in evaluations that will provide scientifically valid information about program effects in key outcome areas and among low-income and other under studied groups of fathers.
4. The mix of activities and approaches proposed is reasonable and will effectively address gaps in multiple dimensions of capacity among the practitioner field.
5. The plan incorporates feasible methods and approaches for methods, products, or tools developed to continue to be utilized or accessible to sustain capacity building beyond the period of the grant.

#### **Dissemination Strategy**

**Maximum Points: 15**

1. The proposed approach for the first 2 years, and overall, for dissemination of evaluation findings and related information will support the goals and objectives set forth in the FOA.
2. The plan includes engagement of multiple, relevant stakeholders to inform the dissemination strategy and specific activities.
3. The plan reflects effective strategies to meet the distinct information needs and delivery mechanism preferences of target audiences, including practitioners, researchers, funders, policymakers, and others.
4. The application clearly delineates methods for leveraging existing systems or networks to accomplish dissemination objectives efficiently, effectively and timely.
5. Proposed plans to enhance current infrastructure or create new processes and systems to further effective dissemination of relevant information to target audiences are sound and feasible.
6. The mix of activities and approaches proposed is well conceived and incorporates multiple dissemination strategies to convey information effectively in a variety of forms to target audiences.
7. The plan incorporates feasible methods and approaches for sustaining dissemination of information/products developed and information sharing among parties beyond the period of the grant.

#### **Plan for Supplemental Activities**

**Maximum Points: 5**

1. The application demonstrates a sound plan for responding to pressing research and policy needs that arise.
2. The applicant demonstrates capacity to conduct supplemental research or policy-related activities related to the Network's goals.
3. The proposed plan incorporates a consultative process with the FPO to clarify objectives to meet identified goals.

#### **Staff and Management Plan**

**Maximum Points: 20**

##### **Director Qualifications (maximum of 5 points)**

1. The proposed Network Director and any Co-Director have the necessary educational expertise to carry out the project.
2. The application demonstrates that the proposed Network Director and any Co-Director is an established scholar and expert on responsible fatherhood, including among low-income and other under studied populations as demonstrated by published work and other relevant experience.

##### **Staff and Management Plan (maximum of 15 points)**

1. The proposed staffing and management plan is detailed and clearly identifies key positions required to carry out the project as proposed to meet the goals and objectives of the Network as described in this FOA.
2. The application demonstrates that key personnel have highly relevant knowledge, expertise, and experience for the roles to which they are to be assigned and that reflect the objectives of the Network as set forth in this FOA.
3. The application indicates that personnel who possess high degrees of competency in a range of quantitative and qualitative evaluation/research methodologies and approaches are to be assigned to key positions and have substantial involvement, particularly related to the goal of advancing program evaluation and research.
4. The application demonstrates that personnel with highly relevant direct knowledge of or close linkages with the practitioner field have key roles and substantial involvement.
5. The application demonstrates that the management of the Network will be led by person(s) with substantial relevant experience managing activities or projects of a similar scope and scale and complexity as this Network.
6. The amount of time proposed to be committed by the Director and other key personnel will ensure sound management and oversight as well as high-quality results and products.
7. The plan for staffing and managing the Steering Committee ensures active involvement and approaches for regular communication with and utilization of the committee.

#### **Budget Justification**

**Maximum Points: 10**

1. The budget and budget narrative demonstrates how the proposed budget adequately supports the evaluation/research agenda, capacity-building, and dissemination activities, as well as supplemental activities as specified in the FOA during the first year, and in summary over the remaining project period.
2. The application includes detailed budget and line item justifications for operating expenses of the first year that is consistent with the activities and objectives for the Network as set forth in this FOA. The narrative provides sound justification for how the budget for each line item will support the goals and objectives.
3. The applicant's budget overall, and as detailed for the first year, is reasonable and appropriate for the range of activities in support of the goals and objectives for the Network set forth in this FOA.

4. The application provides clear information about how the proposed budget/funds are to be allocated to accomplish objectives to advance an evaluation/research agenda, build capacity, and support dissemination and information sharing, as well as supplemental activities.
5. The allocation of funds across the multiple objectives as defined for the Network in this FOA is reasonable and will support successful accomplishment of the set of required activities.

## **V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number ([www.dbn.com](http://www.dbn.com)) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section III.3. Other*.

### **Initial ACF Screening**

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

## **Approved but Unfunded Applications**

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

### **V.3. Anticipated Announcement and Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NOA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NOA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

### **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

### **Prohibition Against Profit**

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."



## **Equal Treatment for Faith-Based Organizations**

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Capacity Building Toolkits for Faith-based and Community Organizations](#).

## **Award Term and Condition under the Trafficking Victims Protection Act of 2000**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

## **Requirements for Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

## **Debarment and Suspension**

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

## **Pro-Children Act**

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

## **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NoA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

## **Freedom of Information Act (FOIA)**

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and are frequently requested under the FOIA. In accordance with the FOIA requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D), and as part of on-going efforts to promote openness in government programs, ACF will post some of the top-ranked applications funded under this FOA in its online FOIA Reading Room at <http://www.acf.hhs.gov/e-reading-room>. As required under the FOIA, each of the top-ranked applications will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Applications chosen for posting to the FOIA Reading Room will be placed on the internet website without further notice to the applicants.

## **Other Administrative and National Policy Requirements**



Applicants must provide evidence of a current Federalwide Assurance (FWA) issued by the HHS Office of Human Research Protections held by the applicant or other key partner(s) to be involved in evaluation/research involving human subjects under the cooperative agreement.

### **VI.3. Reporting**

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

#### **Performance Progress Reports (PPR)**

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>.

#### **Federal Financial Reports (FFR)**

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

**For budget periods ending in the months of:**

January 01 through March 31

**The FFR (SF-425) is due to ACF on:**

April 30

April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at <http://www.whitehouse.gov/omb/grants/forms>, [www.forms.gov](http://www.forms.gov), and on at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

## **SF-428 Tangible Property Report and SF-429 Real Property Status Report**

As of April 1, 2012, the Administration for Children and Families has been requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The **SF-428** is a standard form used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a federal financial assistance award. The form consists of the cover sheet, SF-428, and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The **SF-429** is a standard report used by recipients of federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that has been/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using federal funds and real property that was donated to a federal project in the form of a match or cost share donation. This report is used for awards that establish a federal Interest on real property.

Beginning with budget periods ending September 30, 2012, and for all budget periods thereafter, all ACF grantees are required to submit (as applicable) an SF-428 and SF-429 report as frequently as required in the terms and conditions of their award(s).

The forms are available at <http://www.whitehouse.gov/omb/grants/forms>.

## **VII. Agency Contacts**

### **Program Office Contact**

Nancye Campbell  
Grant Operations Center, ATTN: OPRE-RFRN  
1400 Key Boulevard, Suite 910  
Arlington, VA 22209  
Phone: (800) 203-6161  
Email: [info@grantreview.org](mailto:info@grantreview.org)

### **Office of Grants Management Contact**

Timothy Chappelle  
Administration for Children and Families  
Office of Grants Management  
Grant Operations Center, ATTN: OPRE-RFRN  
1400 Key Boulevard, Suite 910  
Arlington, VA 222209  
Phone: (800) 203-6161  
Email: [info@grantreview.org](mailto:info@grantreview.org)

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## **VIII. Other Information**

### **Reference Websites**

U.S. Department of Health and Human Services (HHS) on the Internet [http:// www.hhs.gov/](http://www.hhs.gov/).

Administration for Children and Families (ACF) on the Internet [http:// www.acf.hhs.gov/](http://www.acf.hhs.gov/).

Administration for Children and Families - GRANTS homepage [https:// www.acf.hhs.gov /grants](https://www.acf.hhs.gov/grants).

Catalog of Federal Domestic Assistance (CFDA) [https:// www.cfda.gov/](https://www.cfda.gov/).

Code of Federal Regulations (CFR) [http:// www.gpo.gov](http://www.gpo.gov).

United States Code (U.S.C.) [http:// www.gpoaccess.gov /uscode/](http://www.gpoaccess.gov/uscode/) .

All required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at [https:// www.acf.hhs.gov /grants -forms](https://www.acf.hhs.gov/grants-forms).

Grants.gov Forms Repository webpage at [http://www.grants.gov /agencies /aforms\\_repository\\_information.jsp](http://www.grants.gov/agencies/aforms_repository_information.jsp).

Versions of other Standard Forms (SF) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at

[http:// www. whitehouse.gov /omb /grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http:// www07.grants.gov /aboutgrants / accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp).

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.Grants.gov)  
[http:// www.grants.gov / applicants /email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

## Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http:// fedgov. dnb.com / webform</a> . To register at SAM, go to <a href="http://www.sam.gov">http:// www.sam. gov</a> .	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification Regarding Lobbying	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at <a href="http://www.acf.hhs.gov/grants-forms">http:// www.acf.hhs.gov /grants-forms</a>	Submission is due with the application package. If it is not submitted with the application package, it may also be

	<a href="#">/grants-forms.</a>	submitted prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional Documents."</p> <p>These forms are <b>required</b> for applications under this FOA:</p> <ul style="list-style-type: none"> <li>• Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.</li> </ul>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>. Found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a>.</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	If applicable, submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>. Additional information and necessary forms are available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a>.</p>	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission</i>

		<i>Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.
Certification of Filing and Payment of Federal Taxes	Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. The Certification may be found at <a href="http://www.acf.hhs.gov/grants-forms">http://www.acf.hhs.gov/grants-forms</a> .	If applicable to the applicant, it must be submitted prior to the award of a grant.
Federal-Wide Assurance (FWA)		Submission is due by application due date.
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C) is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Letter of Intent	Referenced in <i>Section IV.2. Project Description</i> .	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.3</i> .
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a> as indicated in <i>Section IV.4. Intergovernmental Review</i> of this announcement. The Executive Order	Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

	and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.	
Third-Party Agreements	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> . The IDR must be submitted with the application package.	IF the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission</i>



		<p><i>Dates and Times</i>, it may be submitted prior to the award of a grant.</p>
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